

DEFENSE PRISONER OF WAR/MISSING PERSONNEL OFFICE
2400 DEFENSE PENTAGON
WASHINGTON, DC 2030 1-2400

December 19, 2002

MEMORANDUM FOR DPMO

ATTN: Ms. **J. J.** Mincey-Baker

FROM: (Your organization Here/Mailing Address)

SUBJECT: Visit Authorization/Visit Request/Clearance Certification, etc.

The following individuals is/are U.S. citizen(s) who will visit your office on or about January 21 thru January 24, 2003, intermittently:

NAME/GRADE:

SSN:

CLEARANCE LEVEL AND DATE:

DOB:

POB:

SBPR:

Facility to be visited:

PURPOSE OF Visit:

Period of Visit:

FSO/CSSO Location and unclassified phone number:

I certify, that the information provided above is accurate and current as of this date. If you have any questions, please contact the undersigned at (703) 602-2102, ext 192 or DSN 332-2102.

JOHN/JANE DOE
Security Officer/or Facility Security Officer
(FSO)/or
Contractor Special Security Officer (CS SO)

Individuals are to fax the completed memo for collateral clearances TOP SECRET, SECRET or CONFIDENTIAL to the following unclassified fax number: (703) 602-1891, attention: Ms. J. J. Mincey-Baker